

LOCAL REGISTRATION AUTHORITY (LRA) AGREEMENT

USDA/National Finance Center's (NFC's) Certification Services are governed by the USDA/NFC's Certificate Policy (CP), which is incorporated by reference into this LRA Agreement. The CP provides for Local Registration Authorities whose responsibilities are to collect and verify each subscriber's identity and information to be used in the certificate registration process. The CP is available in Adobe PDF at www.nfc.usda.gov/pki.

You must read this LRA agreement and agree to its terms before accepting the responsibilities of, or performing the duties of an LRA.

This LRA Agreement will become effective on the date that this form is signed. By submitting this LRA Agreement, you are requesting that NFC grant you the authority to perform the duties of an LRA and are expressing your acceptance of the terms of this LRA Agreement.

Specifically, as an LRA you will be responsible for:

- Collecting and verifying each Subscriber's identity and information to be entered into his/her Certificate. The LRA does not issue certificates.
- Obtaining the signed Subscriber Agreement and Certificate Action Request Form (with the attached copy(ies) of picture identification) and forwarding the originals to NFC for retention. You should also retain copies for your agency records.
- Designating a Trusted Agent to act as an LRA in foreign locations and remote agency sites, if needed. The Trusted Agent will have the same responsibilities as the LRA in verifying basic and medium certificates. All Trusted Agents must sign an LRA agreement.
- Entering the designated information on Subscribers into the USDA Management and Registration System (UMARS) for roaming certificates or by sending an encrypted e-mail to NFC for non-roaming certificates, as directed by the NFC Certificate Authority (CA) as part of the Certificate Request Process.
- Maintaining your own e-mail and/or roaming certificate.

LRA NAME (Print)	LRA E-MAIL ADDRESS	
LRA SIGNATURE		DATE
WITNESS NAME (Print)		
WITNESS SIGNATURE		DATE